



## PLANNING COMMISSION AGENDA

Thursday, February 10, 2022, ~ 6:00 p.m.

118 West Maple Street, City Hall, Centralia, WA

### PLANNING COMMISSION

Jakob McGhie, Chair  
Term: 7/10/2022

Norm Chapman, Vice-Chair  
Term: 2/11/2023

Jackie Franks  
Term: 4/23/2023

Beth Sweeney  
Term: 9/29/2025

Todd McCann  
Term: 2/23/2024

Rosie O'Connor  
Term: 5/23/2021

Bonnie Canaday-Coumbs  
Term: 12/15/2025

Open, Alternate  
Term:

Open, Alternate  
Term:

### STAFF MEMBERS

Emil Pierson, AICP  
CD Director

Hillary Hoke  
Asst. CD Director

### **1. ORDER OF BUSINESS (CMC 2.16.130)**

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Planning Commission Meeting Agenda for February 10, 2022.
- E. Approval of Planning Commission Meeting Minutes from January 13, 2022.
- F. Commissioner announcements, reports and comments
- G. Public Comments not associated with agenda items
- H. Presentations – None.
- I. Unfinished Business – None.

### **2. NEW BUSINESS (CMC 2.16.130 I.)**

#### WORKSHOP

Proposed Centralia Municipal Code Text Amendments

- i. CMC 15.35.030 Stormwater Management – no update.
- ii. CMC 16.21 Floodplain Management – no update.
- iii. CMC 20.69 Home Occupations – revised 1-27-2022.
- iv. CMC 20.72.020.J Off-Street Parking – revised 2-3-2022
- v. Seminary Hill Golf Course Property Rezone

### **3. ADJOURN MEETING (CMC 2.16.130 J.)**



## PLANNING COMMISSION MEETING MINUTES

Thursday, January 13, 2022, ~ 6:00 p.m.

118 West Maple Street, City Hall, Centralia, WA

*Jakob McGhie – Chair*

*Norm Chapman – Vice-Chair*

*Rosie O’Connor – Commissioner*

*Todd McCann – Commissioner*

*Jackie Franks – Commissioner*

*Beth Sweeney - Commissioner*

*Bonnie Canaday-Coumbs - Commissioner*

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### 1. ORDER OF BUSINESS (CMC 2.16.130)

#### A. CALL TO ORDER

The meeting was called to order by Chair McGhie at 6:00 p.m.

#### B. Roll Call

Present: Jakob McGhie, Norm Chapman, Jackie Franks, Beth Sweeney, Bonnie Canaday-Coumbs

Absent: Todd McCann, Rosie O’Connor

#### C. Approval of Planning Commission Agenda

A MOTION was made by Bonnie Coumbs to approve the Planning Commission Agenda with a revision to include the Seminary Hill Course Property rezone request in the workshop.

The motion was seconded by Norm Chapman. The motion carried the following vote: 4-0

Aye: 4      Nay: 0

#### D. Approval of PC Minutes from previous meetings

A MOTION was made by Norm Chapman to approve the Planning Commission meeting minutes from NOVember as written. The motion was seconded by Jackie Franks. The motion carried the following vote: 4-0      Aye: 4      Nay: 0

#### E. Announcements, reports and commence (if applicable)

There were no announcements or items to report.

#### F. Public Comments not associated with agenda items (if applicable)

There were no public comments.

#### G. Presentations (if applicable): Introduction of two new commissioners Beth Sweeney and Bonnie Canaday-Coumbs.

#### H. Unfinished Business (if applicable): None.

### 2. NEW BUSINESS (CMC 2.16.130.1)

- OPEN PUBLIC MEETINGS ACT TRAINING

Documents were provided on how to complete the training. Commissioners are required to obtain a certificate of completion within 90 days.

- WORKSHOP

Presentation on the amendments received thus far:

- i. CMC 15.35.030 Stormwater Management
- ii. CMC 16.21 Floodplain Management

- iii. CMC 20.69 Home Occupations
- iv. CMC 20.72.020.J Off-Street Parking
- v. Seminary Hill Golf Course Property Rezone

**3. ADJOURN MEETING (CMC 2.16.130 J.)**

Meeting was adjourned at 6:49 PM

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Jakob McGhie, Chairperson

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Date

DRAFT

### **15.35.030 Review and approval of storm and surface water drainage plans.**

A storm and surface water drainage plan or application for a waiver shall be submitted to the city engineer by the developer for review and approval for any proposed development, unless otherwise exempted. The storm and surface water drainage plan shall be accompanied by supporting computations, drawings and sufficient information describing the manner, location and type of measures in which storm and surface water runoff will be managed from the entire development. The information supplied by the developer shall be in conformance with the ~~2005~~ currently adopted version of the Stormwater Management Manual for Western Washington ~~as prepared by the Department of Ecology and the city of Centralia design and development guidelines~~ as specified in Chapter 9 of the City of Centralia Design and Development Guidelines. The developer is responsible for submitting a storm and surface water management plan which meets the design requirements provided by this chapter.

No person shall develop any land for residential, commercial, industrial or institutional uses without having provided for appropriate storm and surface water management measures that control or manage runoff from such developments. (Ord. 2245 § 1 (part), 2010: Ord. 2144 § 1 (part), 2004).

### 16.21.170 General standards.

In all areas of special flood hazard, the following standards are required:

#### A. Anchoring.

1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure;
2. All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (reference FEMA's Manufactured Home Installation in Flood Hazard Areas guidebook for additional techniques).

#### B. Construction Materials and Methods.

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage;
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage;
3. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be ~~designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding~~ to a minimum of 1' above base flood elevation.

### 16.21.180 Specific standards.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in CMC 16.21.060 or 16.21.140(B), the following provisions are required:

#### D. Manufactured Homes.

1. All manufactured homes to be placed or substantially improved within special flood hazard areas ~~zones A1-A30, AH and AE~~ on the community's FIRM on sites:
  - a. Outside of a manufactured home park or subdivision;
  - b. In a new manufactured home park or subdivision;
  - c. In an expansion to an existing manufactured home park or subdivision; or
  - d. In an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as the result of a flood;

shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is two feet or more above the base flood elevation, and be securely

anchored to an adequately designed foundation system in accordance with the provisions of CMC 16.21.170(A).

(Minimum FEMA standards required the lowest floor to be elevated “to or above” the BFE; however, adding an additional foot of freeboard increases safety and can reduce insurance premiums by as much as thirty percent. Adopting additional freeboard is strongly encouraged by FEMA.)

2. Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within special flood hazard areas zones A1-A30, AH and AE on the community’s FIRM that are not subject to the above manufactured home provisions shall be elevated so ~~that either:~~

a.—The lowest floor of the manufactured home and attendant utilities are is elevated one foot above the base flood elevation; ~~or~~

b.—~~The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty six inches in height above grade and is securely anchored to an adequately designed foundation system in accordance with the provisions of CMC 16.21.170(A).~~

(Minimum FEMA standards required the lowest floor to be elevated “to or above” the BFE; however, adding an additional foot of freeboard increases safety and can reduce insurance premiums by as much as thirty percent. Adopting additional freeboard is strongly encouraged by FEMA.)

**16.21.185 Recreational vehicles.**

Recreational vehicles placed on sites within special flood hazard areas Zones A1—A30, AH and AE on the community’s FIRM shall either:

- A. Be on the site for fewer than one hundred eighty consecutive days per calendar year; and
- B. Be fully licensed and ready for highway use, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
- C. Meet the requirements of CMC 16.21.180 and the elevation and anchoring requirements for manufactured homes. (Ord. 2232 § 9 (Exh. A), 2009).

New review questions highlighted in yellow. Revisions in red with additions in double underline type. Staff comments in blue.

## **Chapter 20.69 HOME OCCUPATIONS**

Sections:

- 20.69.010 Intent.
- 20.69.020 Defined.
- 20.69.030 General requirements.
- 20.69.040 Permitted where.
- 20.69.050 Violations and complaints.

### **20.69.010 Intent.**

It is the intent of this chapter to:

- A. Permit residents of the community a broad choice in the use of their homes as a place of livelihood and the production or supplementing of personal/family income;
- B. Protect residential areas from potential adverse impact of activities defined as home occupations;
- C. Establish criteria and development standards for the use of residential structures or dwelling units for home occupations. (Ord. 2209 § 2 (part), 2008: Ord. 2024 § 1 (part), 1999).

### **20.69.020 Defined.**

“Home occupation” means any activity conducted for financial gain or profit in a dwelling unit, and which activity is not generally or customarily characteristic of activities for which dwelling units are intended or designed; such activity is clearly incidental or secondary to the residential use of a dwelling unit; and is conducted only by persons residing in the dwelling unit. The dwelling unit must be the primary place of residence for the person conducting the home occupation. The residential character of the building is maintained and the home occupation is conducted in such a manner as to not give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term. It does not infringe upon the right of neighboring residents to enjoy the peaceful occupancy of their homes for which the residential zone was created and primarily intended. A garage sale is not defined as a home occupation. (Ord. 2209 § 2 (part), 2008: Ord. 2024 § 1 (part), 1999).

### **20.69.030 General requirements.**

- A. Home occupations shall occupy not more than twenty-five percent of the total floor area of the residence. In no event shall such occupancy exceed four hundred square feet.  
Delete?
- B. Home occupation shall not include the following: barber shop, beauty shop or real estate office. Delete and allow?

~~C. Home occupations shall not be conducted in an accessory building.~~

D. Any occupation which may produce waste products of a quality or quantity not normally associated with residential use shall not qualify as a home occupation.

E. Home occupations shall comply with all other local, state or federal regulations pertinent to the activity pursued, and the requirements or permission granted or implied by this chapter shall not be construed as an exemption from such regulations.

F. Vehicle or appliance repair, alteration or rebuilding shall not be permitted as a home occupation.

G. Any person engaging in a home occupation shall register as a business under Chapter 5.01 CMC.

H. Home occupations shall emit no noise, air pollutants, waste products or other effects detrimental to the environment or the neighborhood beyond those normally emanating from residential use.

I. Parking of customers', employees' or clients' vehicles shall create no hazard or unusual congestion. (Ord. 2209 § 2 (part), 2008: Ord. 2024 § 1 (part), 1999).

J. Parking spaces must be provided onsite for residents, employees, and clients. All parking and driving areas must be of an approved hard surface as required by CMC 20.72.

K. Hours of exterior operations are limited to 8 am – 10 pm. \*These hours match those contained in CMC 10.29 Noise Ordinance

#### **20.69.040 Permitted where.**

A. Home occupations are permitted in any residential district; provided, that:

1. ~~No exterior structural alterations are made to accommodate the occupation; No exterior advertisements, signage, etc. may be posted onsite. Exterior structural modifications may not appear commercial in nature and may not negatively impact the residential character of the neighborhood.~~

2. No merchandise, or stock-in-trade is sold, stored or displayed on any exterior portion of the premises;

3. No equipment or material is stored, altered or repaired on any exterior portion of the premises;

#### Exceptions:

a. Employee and business vehicles may be parked onsite and must meet the criteria of CMC 20.69.030(I) & (J) and CMC 20.72.020. Street parking may not be utilized by employees or business vehicles. \*We've recently received two complaints pertaining to employees and company vehicles using all on-street



parking places leaving no spaces open for residents in the neighborhood. The licenses were issued to businesses with no employees and only 2 company vehicles. As the businesses grow, there is no follow up or monitoring of the vehicles. This amendment would help control on-street parking while allowing employees and company vehicles.

4. No person or persons other than bona fide residents of the dwelling unit are employed in regularly on the site of the home occupation.

B. A home occupation which fails to comply with all the preceding provisions shall require a conditional use permit. (Ord. 2209 § 2 (part), 2008: Ord. 2024 § 1 (part), 1999).

**20.69.050 Violations and complaints.**

A. The enforcing officer shall be responsible for the enforcement of this chapter and for the correction of any violations.

B. The enforcing officer shall act on his own initiative when violations are detected or suspected by him; and shall take appropriate investigative and corrective actions, when warranted, if a complaint is filed in writing by any person who feels aggrieved or damaged by such alleged violation. (Ord. 2209 § 2 (part), 2008: Ord. 2024 § 1 (part), 1999).

**20.72.020 General requirements.**

- A. Off-street parking spaces and driveways shall not be used at any time for purposes other than their intended use, i.e., the temporary storage of motor vehicles used by persons visiting or having business to conduct on the premises for which the parking is provided.
- B. Minimum parking space required and intended for use by occupants or users of specific premises shall not be leased or rented to others, nor shall such space be made unavailable through other means to the users for whom the parking spaces are intended. This, however, does not preclude shared parking arrangements.
- C. Except where specifically permitted in certain zoning districts, off-street parking spaces shall not be used for loading or unloading of commercial vehicles larger than those vehicles for which the parking spaces are intended.
- D. Whenever a building or a piece of land is put to a use different from the immediately preceding use, or when a building is remodeled, reconstructed or expanded, adequate off-street parking shall be provided consistent with the new use, reconstruction or expansion of the premises.
- E. Required off-street parking areas in residential zones shall not be located in a front yard or in a side yard setback area along a flanking street of a corner lot. Approved access to off-street parking areas for the purposes of ingress and egress must be approved by the city of Centralia engineering department.
- F. Access over curbs and sidewalks without approved driveways is prohibited.
- G. An uncovered parking area must be located to meet setback requirements for accessory structures so it may be covered later.
- F. Tandem parking (front to rear) shall not be permitted.

Exceptions:

- (1) Uncovered parking spaces in front of a garage when located on a private road servicing 30 homes or less. Vehicles may not encroach on the road right-of-way or the sidewalk.
- G. All parked vehicles must comply with the city's clear vision area requirements.
- H. Landscaping and screening of parking lots shall be in accordance with the requirements of Chapter 20.50 CMC, Landscaping, Buffering, Fencing, and Solid Waste Receptacles.
- I. No part of any vehicle may overhang onto a public sidewalk or within five feet of a street curb where no sidewalk exists.
- J. All ~~required~~ parking spaces and driveways located in residential, commercial, and industrial zones shall be a hard surface approved by the city, such as concrete, asphalt, paving blocks, or turf stone. All such areas must meet the current adopted City of Centralia Design and Development Guidelines. Asphalt must be installed in the right-of-way unless existing curb,

gutter and sidewalks are concrete. Other hard surface materials may be used on private property, as approved by the city engineer.

Exceptions:

(1) Residentially zoned lots that are serviced by a pre-existing private gravel road shall have the option of using an all-weather surface material for the driveway only. All-weather surfacing may include gravel, slag, or similar materials. Parking areas (twenty feet in front of the garage and the interior of the garage) shall be a hard-surface material. All-weather surfaced driveways shall be designed to not track material into the public right-of-way to the satisfaction of the city engineer.

(2) Residentially zoned lots that are serviced by a hard surfaced road and a driveway of more than 200' in length have the option of installing a hard surface driveway for the first 200' only, as approved by the city engineer. The remaining length up to 20' in front of the garage may be of an all-weather hard surface such as gravel, slag, or similar material. Twenty feet in front of the garage and the interior of the garage must be a hard surface.

A request to qualify for an exception must be submitted in writing with a detailed construction plan. Exceptions must be reviewed and approved by the Site Plan Review Committee prior to installation.

(Ord. 2445 § 2 (Exh. A) (part), 2020: Ord. 2395 § 14, 2017: Ord. 2209 § 2 (part), 2008: Ord. 2198 § 1 (part), 2007: Ord. 2024 § 1 (part), 1999: Ord. 1976 § 1, 1998: Ord. 1765 § 1 (part), 1992).

## Golf Course Property Zoning and Density

GC Property Acres 48.44

Zoning	R-2	R-4	R-8
Lot Size (square feet)	21,780	10,890	6,000
Units per Acre	2	4	8
# of Units	96.88	193.76	387.52

Units per acre	2	4	6	8
# Units	96.88	193.76	290.64	387.52

# Seminary Hill Golf Course Zoning Map

## Legend

Right\_of\_Way

Zoning\_August\_2015

ZONE\_

GCD

C1

C2

C3

LBD

H1

M1

M2

PMP

OSPF

R20

R15

R8

R4

R2

R5A

